

Office of U.S. Congresswoman Michelle Lujan Grisham

Serving the 1st District of New Mexico

Service Academy Nomination Application Packet



Office of U.S. Congresswoman Michelle Lujan Grisham
Attn: Jon Moore
505 Marquette Ave NW, Suite 1605
Albuquerque, NM, 87102
(505) 346-6781
<http://lujangrisham.house.gov/>



**U.S. Congresswoman Michelle Lujan Grisham
1st Congressional District of New Mexico**

**TIMETABLE OF APPLICATION PROCESS,
ELIGIBILITY REQUIREMENTS AND SELECTION CRITERIA**

Timetable for the Application Process:

April 8, 2013:

Request Nomination Application

Students, who reside in the First Congressional District of New Mexico and meet the eligibility criteria, may begin submitting application materials to request a Congressional Nomination for a Service Academy. You may request a nomination packet at any time up to the deadline. However, the earlier you begin the process of applying and gathering the required materials, the better.

October 10, 2014:

Nomination Application Deadline

ALL applications and required materials **MUST** be submitted by October 10, 2014.

No exceptions. Only electronic submission will be accepted. The only exceptions to this are SAT/ACT scores and official transcripts; these may be submitted via sealed envelope to the district office. Send application packets to:

LujanGrishamAcademySubmissions@mail.house.gov

Send or deliver official transcripts and SAT/ACT scores to:

Congresswoman Michelle Lujan Grisham
Attn: Academy Nominations
505 Marquette Ave. NW
Suite 1605
Albuquerque, NM 87102

Applicants are responsible for making sure their files are complete. If you do not submit the required information by the above deadline, your application will not be considered.

November 15, 2014: Interviews by Selection Panel

The Service Academy Selection Panel will interview all applicants who qualify for a nomination.

Mid-December 2014: Announcement of Nominees

The nominations will be made and all nominees will be notified.

February 2015: Offers of Appointment from Academies

Nomination by U.S. Congresswoman Michelle Lujan Grisham does not automatically result in selection by the Military Service Academies. **Selection for appointment to each Academy is ultimately decided upon by the academies.**

Eligibility Requirements

Applicants must meet the following requirements as of July 1 of the year of admission to the Academy:

- I. Age:** The student must be between 17 and 22 years of age.
- II. Citizenship:** Applicant must be a United States Citizen by November 1 of the application year.
- III. Marital Status:** Must be unmarried, not pregnant, and have no legal obligation to support children or other dependants.
- IV. Domicile:** Candidate must reside in the 1st Congressional District of New Mexico.

Selection Criteria

Nominations from U.S. Congresswoman Michelle Lujan Grisham are based on a “whole person” evaluation. Applicants are considered for nomination based upon five levels of criteria:

- I. Scholarship:** Evaluation of academic records will include the applicant’s grade point average, SAT / ACT scores, class ranking, student’s willingness to embrace academic challenges, and if applicable, any college records.
- II. Leadership:** Consideration will be made based on the student’s leadership experience and potential command ability. The consideration of this qualification will be based upon the applicant’s record of extracurricular activities. Quality of involvement is stressed over the number of activities.
- III. Character / Motivation:**
Consideration of the motivation and desire of applicants to attend a service academy is based upon the essay submitted by the applicant, their

recommendations, and their interview before the Academy Nominee Selection Board.

IV. Medical / Physical:

The academies schedule medical and physical fitness examinations. Students will be notified when and where to report for these tests.

V. Competitiveness:

The final consideration of an applicant for a nomination is comparative in nature, appraising each applicant's attributes against all others who are applying.

If you have any questions please feel free to contact Jon Moore at
(505) 346-6781 or Jon.Moore@mail.house.gov



**U.S. Congresswoman Michelle Lujan Grisham
1st Congressional District of Idaho**

APPLICATION REQUIREMENTS

To be considered for a nomination, a student must read all guidelines carefully and complete all of the steps below prior to **October 10, 2014**. Please send all completed materials to:

Office of U.S. Congresswoman Michelle Lujan Grisham
Attn: Jon Moore
505 Marquette Ave NW, Suite 1605
Albuquerque NM 87102

All completed applications must be received by **October 10, 2014**. **No exceptions will be made.**

Materials:

- 1. Letter Requesting Nomination** – Submit a letter to U.S. Congresswoman Michelle Lujan Grisham requesting a nomination. This must be written in a formal business format.
- 2. Application for Nomination** – Return the completed Application for Nomination.
- 3. Resume** – Provide a detailed listing of your academic, community service, extracurricular activities, athletic activities, and any other notable accomplishments.
- 4. Essay** – Compose an essay of no more than 500 words, which provides insight into why you desire to attend a Service Academy and why you would be a good candidate for admission. **This essay must be separate and distinct from your letter.**
- 5. Photo** – Attach a recent photo to your completed application (does not have to be a professional photo).

6. **Letters of Recommendation** – Submit at least three letters of recommendation from individuals unrelated to you, who can assess your intellect, character, and suitability for military service. **One** from a teacher, principal, school administrator, guidance counselor, or academic dean with accompanying recommendation form; **one** from an employer or extracurricular faculty advisor; and **one** from a person of your choice.
7. **Official Transcripts** – Submit a copy of your official transcripts to be sent directly from your high school (or college) to the above address.
8. **Standardized Test Results** – Have your scores sent directly from the testing services to the above address. If your standardized test score is notated on your transcript, that will suffice.



MILITARY SERVICE ACADEMY INFORMATION

The President of the United States, Vice President, Members of Congress and some other agencies and organizations have the authority to nominate persons for admission to a Service Academy.

Applicants should direct any questions regarding the admissions process for a particular Academy to the Academy's Admissions office. Applicants are responsible for initiating a pre-candidate file at each Academy to which they are seeking a nomination. Contact information for each of the academies is listed below.

United States Military Academy

Director of Admissions
United States Military Academy
606 Thayer Road
West Point, New York 10996
(845)938-4041 or (800)822-2769
Website: <http://www.usma.edu>

United States Air Force Academy

USAFA / RRS
2304 Cadet Drive, Suite 200
USAF Academy, Colorado 80840
(800)443-9266
Website: <http://www.usafa.af.mil>

United States Coast Guard Academy

Director of Admissions

15 Mohegan Avenue

New London, Connecticut 06320

(800)883-USCG

Website: <http://www.cga.edu/>

* It is not necessary to seek a Nomination to attend the Coast Guard Academy.

U.S.C.G.A. accepts candidates based on their own testing criteria. Any individual interested in applying must contact the Academy directly.

United States Naval Academy

Candidate Guidance Office

United States Naval Academy

117 Decatur Road

Annapolis, Maryland 21402

(410)293-4361 or (800)638-9156

Website: <http://ww.usna.edu>

United States Merchant Marine Academy

Director of Admissions

U.S. Merchant Marine Academy

Kings Point, New York 11024

(800)732-6267

Website: <http://www.usmma.edu>



U.S. Congresswoman Michelle Lujan Grisham
1st Congressional District of New Mexico
ACADEMY NOMINATION APPLICATION

Please rank the Academies to which you are applying in the order of your preference (one to five, as applicable):

_____ United States Air Force Academy _____ United States Naval Academy
_____ United States Military Academy _____ United States Coast Guard (no nominations made)
_____ United States Merchant Marine Academy

Personal Information:

Name: _____
(last) (first) (middle)

Nickname or familiar first name: _____

Permanent Address: _____
(street/post office box) (city) (state) (zip)

Mailing Address: _____
(street/post office box) (city) (state) (zip)

Home Telephone: (____) _____ Cell Phone: (____) _____

Email: _____

Date of Birth: ____/____/____ Place of Birth: _____
(MM/DD/YYYY)

Social Security Number: ____-____-____ Gender: _____

Parents/Guardian: _____
(Father or Guardian / daytime phone number)

(Mother or Guardian / daytime phone number)

Academic Information:

High School: _____ Graduation Date: _____

GPA: _____ GPA: _____
(Weighted) (Unweighted)

Class Rank: _____ Class Size: _____

SAT Scores: Total: _____ Verbal: _____ Math: _____

ACT Scores: Total: _____

English: _____ Math: _____ Reading: _____ Science: _____

College/University Experience (if applicable): _____

(Include name of institution, dates of attendance, GPA)

Attachments:

Please provide the following documents as attachments to these forms as part of the application:

- **Letter Requesting Nomination** – Submit a letter to U.S. Congresswoman Michelle Lujan Grisham requesting a nomination.
- **Application for Nomination** – Return the completed Application for nomination.
- **Resume** – Provide a detailed listing of your academic, community service, extracurricular activities, athletic activities, and other notable accomplishments.
- **Essay** – Compose an essay of no more than 500 words, which provides insight into why you desire to attend a Service Academy and why you would be a good candidate for admission.
- **Photo** – Attach a recent photo to your completed application (does not have to be a professional photo).
- **Letters of Recommendation** – Submit at least three letters of recommendation from individuals unrelated to you, who can assess your intellect, character, and suitability for military service. **One** from a teacher, principal, school administrator, guidance counselor, or academic dean with accompanying recommendation form; **one** from an employer or

extracurricular faculty advisor; and **one** from a person of your choice. *These letters may be given to you in sealed envelopes with their signature across the seal or they may be sent directly to our office at the above address.*

- Please make sure that you have your **Official Transcripts, School Disciplinary file (if applicable)**, and all **Standardized Test Results** sent directly to our office.

Signatures:

I hereby certify that I am a legal resident of the 1st Congressional District of the State New Mexico and meet all of the eligibility requirements as stated in the information guide and application provided by U.S. Congresswoman Michelle Lujan Grisham's office.

I request that U.S. Congresswoman Michelle Lujan Grisham consider my application for a Congressional Nomination to the United States Service Academy or Academies that I have listed.

I understand that the postmark deadline for this application is **October 10, 2014**. If I have not submitted all of the requested information postmarked by the deadline, I understand that my application may not be given consideration.

I, the undersigned, certify that the information I have provided on this application is accurate and has been completed to the best of my knowledge.

Applicant Signature: _____

Applicant Name (printed): _____

Date: _____

For applicants under 18 years of age:

I approve of this application and certify that all of the information provided by my child or ward is accurate.

I understand that if my child or ward is nominated to a Service Academy, any announcement to the news media will be made by U.S. Congresswoman Michelle Lujan Grisham's Office.

Signature of Parent or Legal Guardian: _____

Name (printed): _____

Date: _____



U.S. Congresswoman Michelle Lujan Grisham
1st Congressional District of New Mexico

RECOMMENDATION FORM

(To be filled out by a Teacher, Principal, Guidance Counselor, Academic Advisor, or
School Administrator)

Please complete this form and attach it to your written recommendation for the student.

Completed form and attachments must be postmarked by **November __, 2013.**

Information can be sent to:

Office of U.S. Congresswoman Michelle Lujan Grisham
ATTENTION: Jon Moore
505 Marquette Ave NW, Suite 1605
Albuquerque, NM 87102

Name of Student: _____

Name of School: _____

Telephone: _____ **Fax:** _____

Class Rank: _____

Date of Ranking: _____

(High School Students: Must be end of Junior Year or later)

Total Number in Class: _____

Grade Point Average: _____

Signature

Date

Name (Printed) and Title